



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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JUL 10

REPLY
REFER TO: DSS

MEMORANDUM FOR ALL DEFENSE LOGISTICS AGENCY (DLA) EMPLOYEES

SUBJECT: Proper Use of Government Communication Systems, Equipment, and Travel Card

I am concerned about this subject for two reasons. First, there is a very real possibility that someone will deliberately make improper use of the Government systems and equipment. Second, there is an even greater possibility that an employee, through ignorance of the rules, unintentionally does the same thing and harms his or her career. It is important that you know employees are responsible for the proper use of all Government communication systems, equipment, and travel card. This includes telephones, pagers, cell phones, calling cards, facsimile machines, electronic mail, and internet systems.

Government communication systems, equipment, and travel card must be used for official use and authorized purpose only. Official use is connected to the employee's job and is normally self-evident. An authorized purpose, while not directly a part of an employee's duties, is deemed to support the Agency's mission. Authorized use requires an initial approval of the employee's supervisor. The rules governing proper use of communication systems are found in regulations issued by the Office of Government Ethics, 5 CFR 2635 and by the Department of Defense (DoD), DoD Directive 5500.7, Standards of Conduct. Policy for the travel card is in the Financial Management Regulation, Volume 9, Chapter 3. These rules apply to all DoD employees. Attached for your information is a summary and review of the policy guidance in each area.

DLA managers and supervisors will establish and maintain internal controls for the purpose of detecting, monitoring, and auditing proper use of the travel card and systems such as cell phones. In all cases, managers and supervisors will take prompt, appropriate action when abuse is detected.

Employees are subject to disciplinary action, up to and including removal from Federal service, for violating the rules governing system, equipment, and travel card use.

Direct any questions you may have concerning the use of Government equipment to your local ethics counsel, and questions concerning the use of the Government travel card to your local Activity Program Coordinator.

KEITH W. LIPPERT
Vice Admiral, SC, USN
Director

Attachments

Government Travel Card Policy

Policy for the Government Travel Card is found in the Department of Defense Financial Management Regulation (FMR), Volume 9, Chapter 3. It is rather comprehensive and covers areas such as policy, responsibilities, mandatory use of the card, management controls, and delinquency management.

Arguably, the most critical aspect of the FMR is the cardholder responsibilities. If cardholders are aware of and comply with the regulations, abuse and delinquency can be kept to a minimum. Below is a list which synthesizes what the cardholders should and should not do with their Government Travel Card.

What you **should do** with your Government Travel Card:

- Use it to pay for official travel expenses.
- Obtain travel advances for official travel through an Automated Teller Machine (ATM).
- Track your expenses while on travel so you have accurate information for filing your travel claim.
- File your travel claim within 5 days after you complete your trip or every 30 days if you are on continuous travel to avoid having to use personal funds when your bill is due.
- Submit payment in full for each monthly bill.
- Follow the bank's dispute process for charges which are incorrect.
- Contact your bank's customer service number (on the back of your card) if you have any questions about your bill.

What you **should NOT do** with your Government Travel Card:

- Don't use your card for personal use.
- Don't obtain travel advances through the ATM that will exceed your expected expenditures.
- Don't obtain travel advances through the ATM unless you are on travel or will be on travel shortly.
- Don't allow your monthly bill to become overdue because this could result in suspension or cancellation of your card.
- Don't wait for your monthly bill to file your travel claim.
- Don't forget that the card is issued in your name and liability for payment **IS YOUR RESPONSIBILITY.**

A few final cautions and a recommendation to cardholders:

CAUTION: Failure to pay your monthly bill will result in the loss of your charging privileges. If your card is suspended, you will not be able to use it until full payment is received by the bank. If your card is cancelled due to non-payment, you will not be issued a new card and your delinquency may be reported to credit bureaus, referred to collection agencies, or lead to other collection actions as necessary.

CAUTION: Travelers shall retain receipts for all lodging expenses and all receipts for reimbursable expenses of \$75 or more for a period of 4 years in accordance with Internal Revenue Service requirements and FMR, Volume 9, Chapter 2.

CAUTION: Be aware that misuse of the card could result in disciplinary actions against you.

RECOMMENDATION: Utilize the voluntary Split Disbursement option when filing your travel voucher. This will allow you to designate an amount of money to be paid directly to the bank by DFAS (generally whatever amount you charged while on travel) and can help avoid delinquencies.

You should direct any questions to your local Government Travel Card Activity Program Coordinator (APC). The DLA Program Manager is Mr. John Guardiani, DSS-B, (703)767-7212, DSN 427-7212, or e-mail: john_guardiani@hq.dla.mil.

DLA Telephone Policy

In accordance with 5 CFR, Chapter XVI, Part 2635.704 and DoD 5500.7, Joint Ethics Regulation, all Federal Government communication systems and equipment (including Government owned telephones, calling cards, facsimile machines, electronic mail, internet systems, and commercial systems when use is paid for by the Federal Government) shall be for official use and authorized purposes only.

Authorized Use of Government Telephone

- a. Personal calls from the DoD employee's usual work place is permitted as authorized, subject to the following guidance:
 1. For checking in with spouse or minor children and for scheduling doctor or home repair appointments.
 2. Does not adversely affect the performance of official duties by the DoD employee or the DoD employee's organization.
 3. Are of reasonable duration and frequency; and whenever possible, made during the DoD employee's personal time such as after duty hours or lunch period.
 4. Does not over burden the communications system and creates no significant additional cost to DoD.
- b. In the case of a long distance call, one of the following must apply:
 1. Charged to the DoD employee's home telephone number or other non-Federal Government number.
 2. Made to a toll-free telephone number.
 3. Charges are reversed to the called party if a non-Federal Government number (collect call).
 4. Charged to a personal telephone calling card.

Phone Calls to Home or Family During Temporary Duty (TDY)

The Authorizing Official (AO) may consider certain calls to home or family made by the traveler as in the Government's best interest. Such calls may be to advise of the traveler's safe arrival, inform or inquire about medical conditions, and any changes in itinerary. These calls must be identified on the Travel Claim and receive proper signature approval of the AO. The call charges will be reimbursed with Travel Funds, not Base Level or Long Haul Telecommunications Funds.

Cellular/Mobile Telephone Service

Commercial and cellular telephones may be approved for hand-held portable use or for installation in Government motor vehicles. They must be used for official business only unless otherwise noted. Use these services only when they are the most cost-effective way to provide the necessary communications. For inventory control and establishment of cellular telephone (CT) service, follow the procedures established in DLAR 7500.1, Accountability and Responsibility for Government Property in DLA.

- a. Use office administrative telephone lines when and where available. Cellular calls generally are more expensive; limit their use accordingly.
- b. Use CT for official business. An occasional personal call on a CT is justified under some circumstances (e.g., call home to inform a spouse of member's whereabouts when delayed by official business or in emergency situations).

Paragraphs 10.1.3.1 and 10.1.3.2 of DLAI, 4605.1, DLA Telecommunications Management Instruction, dated 21 May 2002, provide detailed DLA Field Activity Commander and Telecommunications Manager responsibilities toward the acceptable management of DLA communications systems and equipment, to include cellular telephones.

CAUTION: Be aware that misuse of a Government telephone may result in disciplinary actions against you.

DLA Internet Management Policy

In accordance with 5 CFR, Chapter XVI, Part 2635.704 and DoD 5500.7, Joint Ethics Regulation, all Federal Government communication systems and equipment (including Government-owned telephones, facsimile machines, electronic mail, internet systems, and commercial systems when use is paid for by the Federal Government) shall be for official use and authorized purposes only.

Authorized Use of the Internet

- a. DLA personnel may use the DLA Internet for non-official use (Internet searches, e-mail, etc.) provided:
 - 1. Usage does not adversely affect the employee's performance or accomplishment of the DLA mission;
 - 2. Usage will occur on breaks, lunch periods, and non-duty hours;
 - 3. Usage does not reflect adversely on DLA or DoD; and
 - 4. Usage precludes any appearance of impropriety and unnecessary costs to the Federal Government.
- b. DLA personnel shall not engage in deliberate activities that recklessly overload network resources. Such activities include downloading on network servers large files for personal use that consume too much bandwidth thereby limiting or denying service to other users.
- c. Users may download files from the Internet or other electronic media to their local network or local personal computer, when they are for official Government use.

Prohibited Use of the Internet

It is incumbent upon supervisors to ensure employees are aware that Internet usage can be monitored and leaves a clear audit trail. Examples of prohibited usage that would reflect adversely on DLA include:

- a. Visiting sites involving pornography, downloading, or transmitting files with pornographic content.
- b. Gambling, conducting illegal activities, and soliciting for personal gain.
- c. Downloading copyrighted software without express permission.
- d. Downloading without ensuring protection against viruses.
- e. Misrepresenting personal opinion as official information.
- f. Engaging in chain letters.

The DLA Internet Management Directive, DLAD 8500.11, dated 25 June 2001, paragraph F provides detailed responsibilities toward the acceptable management of DLA Internet usage.

CAUTION: Be aware that misuse of the DLA Internet could result in disciplinary actions against you.